



MEETING MINUTES
CITY OF HUNTINGTON BEACH
FINANCE BOARD
WEDNESDAY, JUNE 21, 2006
ROOM B7, LOWER LEVEL, CITY HALL

- 1) **ROLL CALL:** At 7:00 PM, Chair Falzon called the meeting to order.
In Attendance: Chair Falzon, Vice Chair Geddes, Member Chapman, Member Jones, Member Lograsso, and Member Weiss
Absent: Member Jones (excused)
Present: Dan Villella, Finance Director and Mavic Hizon, Administrative Aide
- 2) **PUBLIC COMMENTS:**
None
- 3) **APPROVAL OF MEETING MINUTES:**
 - a) May 17, 2006—Member Geddes, seconded by Member Chapman made a motion to approve the minutes. Member Weiss abstained. (5-0-1)
- 4) **STAFF REPORTS/BUSINESS ITEMS:**
 - a) **eCivis Usage Report**
Member Joe Domingo provided a background on the City's selection of eCivis as the grant seeking software of choice. Sr. Administrative Analyst Pat Dapkus invited Regional Manager Sherylen Yoak and Senior Client Services Associate Ginny-Marie Case to discuss the grant seeking potential of the eCivis software. They suggested methods that would maximize the software's productivity, culled from their own research and from methods implemented by other agencies that also subscribe to the service. They emphasized that for eCivis to succeed within the City; Grant Coordinators need to actively use the system and achieve a comfort level to and are able to regularly utilize it as their main resource for grant searches. They also acknowledged existing challenges within departments that are understaffed as well as the lengthy process entailed in grants applications and post grant reporting. Member Weiss suggested establishing grant-searching goals for each project within a department. Sherylen Yoak will send a PowerPoint presentation with eCivis' goals and recommendations. Pat Dapkus was tasked to provide measurable goals to the Board.
 - b) **Subcommittee Reports**
Finance Board Roles and Responsibilities – Continued to July 12, 2006
 - c) **Long Range Financial Plan**
Dan Villella reported to the Board that the draft for Long Range Financial Plan is still under review by the City Council's Subcommittee. Dan Villella was tasked to provide the Board with the minutes from the Subcommittee reviewing the draft.
 - d) **Refuse Fund**
Chair Falzon discussed the upcoming Council meeting's agenda item on Rainbow Disposal's contract re-negotiations and how the Board was still waiting for an update on its progress. He referenced the Council Meeting minutes of March 6, 2006 when the Board was granted visibility to the deal points of Rainbow Disposal's contract negotiations with the City. Dan Villella was tasked to provide the Board with the deal points of Rainbow's contract. Chair Falzon reviewed the proposed contract and was asked to speak at the July 3rd Council meeting.
 - e) **Finance Board 2006 Priorities**
The Board briefly discussed the open action item tasked to Dan Villella to schedule a staff report & active presentation on the status of the Neighborhood Improvement District program.
 - f) **Management Letter**
Dan Villella discussed the content of the Management Letter written by CPA's Caporicci & Larson. He noted that the letter's intent was to express an opinion on the City's financial statements. He also discussed the different recommendations provided by the consultants.

g) Current Fiscal Year Budget Update

Dan Villella distributed and discussed the recently approved MEA (Municipal Employees Association) MOU (Memorandum of Understanding). He identified the changes from the previous years' MOU.

Dan Villella distributed handouts of the RCA (Request for Council Action) that detailed the City's savings after prepaying the PERS Employer Contributions. The City availed of a 3.66% discount being offered for prepayment, which equates to \$180,078.

h) Public Works Commission Tour

Chair Falzon and Member Weiss provided the Board with their observations of the project sites they visited during the Public Works Commission Tour. Two of the five sites included were the Adams/Ranger Sewer Lift Station and the Adams Storm Water Pump Station.

i) Unfunded Liabilities

Chair Falzon inquired on the life expectancy of Unfunded Liabilities. Dan Villella responded that as time passes, the liability diminishes in proportion to the mortality rate of eligible retirees. Chair Falzon inquired on the Council's awareness of the long-term impact their decisions have on the City's budget.

5) OPEN ITEM LIST

A discussion on the open action items requested from City staff.

6) COMMENTS FROM BOARD MEMBERS

Member Chapman noted that the success of eCivis depends on the level of accountability and commitment of each department.

Adjournment

Member Domingo, seconded by Member Lograsso, made a motion at 9:40 pm to adjourn the meeting to Wednesday, July 12. The motion was approved 6-0.

Respectfully submitted by:
Dan T. Villella, Finance Director
Secretary to the Finance Board